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* Label the machine: Room number and what needs to be done and your name, enter serial number and model numbers of machines you are working on
* Troubleshoot – internet, dvd drive etc… Vexira or ms essentials reload
* Plug in, put boot disk in
* Reboot computer, if the machine will not boot from cd go into setup and change boot sequence to cd
* MAC address, model number turn in for reload
* Take disk out and put it back
* If not reloading notify teacher
* Once machine has reloaded reboot, machine will restart a few times
* Log in as admin
* Remove ms essentials or vexira
* Change computer name
* if on domain, remove from domain, add to workgroup 455, restart.
* 455-room number-last 4 of serial
* Add back to domain
* Add flash drive programs, all three, malware bytes
* Add printer
* Add icons
* All machines log in as aps\stu455
* Test everything
* Label and return
* Close job on wiki